

**OTTAWA-CARLETON STANDARD  
CONDOMINIUM CORPORATION # 769**

May 16, 2023

4:15 p.m.

**Minutes of Board Meeting**

PRESENT: Rose-Marie Batley, President, and Secretary  
Scott McDermott, Treasurer  
Carmène Levesque, Vice-President, and Director of Communications  
Larry Boisvert, Director at Large  
Branislav Vračarić, Director of Operations

ABSENT: None

OTHER: Kim Renwick, Property Manager, CMG

Others In Attendance: None

---

1. President Rose-Marie Batley called the meeting to order at 4:15 p.m. with a quorum confirmed.
2. On a motion by Larry Boisvert, seconded by Scott McDermott, the Agenda as amended was approved. **CARRIED**
3. Approval of Minutes:
  - 3.1 Moved by Larry Boisvert, seconded by Carmène Levesque, the Minutes of March 30, 2023 were approved. **CARRIED**
  - 3.2 Moved by Scott McDermott, seconded by Carmène Levesque, the Minutes of April 17, 2023 were approved. **CARRIED**
  - 3.3 Decisions Taken Between Meetings: Moved by Larry Boisvert, seconded by Scott McDermott, the following decisions were formally approved: **CARRIED**
    - 3.1 The Board approved the Town Hall #3 Summary for distribution to the Owners.
    - 3.2 The contract for water treatment was awarded to Baxtec.
4. Treasurer's Report:
  - 4.1 Financial Highlights to April 30, 2023:

(YTD) Total Revenue is \$0.8K under budget, at \$671.4K, while YTD Total Expense is \$8.4K over budget, at \$705.7K, leaving a YTD operating deficit of \$34.3K versus a budgeted deficit of \$25.1K. Overall, we are currently \$9.2K unfavourable to our 2023 budget.

As of April 30, the major favourable contributors to the expense variances were Utilities (\$15.0K), Window Cleaning (\$5.5K), Professional expenses (\$1.7K), Generator (\$1.2K), and Amortization expense (\$1.0K).

Unfavourable variances arose from Repairs and Maintenance (\$23.7K), Elevator expenses (\$4.8K), Shared Facility (\$4.5K – due to additional snow clearing costs incurred this past winter), and Security expenses (\$1.8K).

While the Board is comfortable with our current financial position, we continue to focus on two areas. The first involves a review of 2023 expense transactions to ensure accuracy in posting between our operating and reserve fund expenses. The second is to continue to monitor our mechanical repair expenses which remain significantly over budget as at the end

of April (\$22.2K). This is due to multiple boiler issues, replacement of the VFD, and replacement of bearings, all incurred in early 2023.

At April 30, 2023, our OCSCC 769 Reserve Fund stands at \$2.73M (\$2.3M being held in GICs) with \$56.8K spent so far this year related to the purchase of heat pumps (\$33.5K) and boiler repairs (\$23.3K). The Shared Facilities Reserve Fund is at \$259.2K with no expenditures incurred in 2023 so far.

- 4.2 2022 Audit: Kim and Scott reviewed the audit report for 2022. Scott posed 8 questions to the auditors and has received responses to all however, he has further due diligence to complete on one of the issues raised. Once this due diligence is complete, the final version will come to the Directors for review and approval for the AGM package. It appears our surplus could be larger than expected as a result of an accounting adjustment with respect to vacation pay and the fact that gas costs were \$37,500 over budget but hydro was \$42,000 under budget.

5. Director of Operations Report:

5.1 Action List:

Item 1136: **Boiler Replacement** – Baxtec was approved for the boiler upgrades and the stipulated price contract required by law was received for Board approval. It is being reviewed; the Board will provide any feedback to the Property Manager by May 24, 2023. The new boiler will be installed in time for winter use.

Item 1343: **Elevator Inspection and Buffing** – The Solucor report was received. Solucor was specifically asked to look at the elevator doors given the issues we have experienced. Among other issues, the gibs need to be correctly aligned in the doors to avoid scraping. When ECR repairs the skin, ThyssenKrupp will have to remove the door and replace it when the skin is refurbished. There are several deficiencies in the report. TK has received a report from Solucor as to their responsibilities and a timeline for repair. Ian Richardson from Solucor will do a follow-up inspection to ensure the repairs are completed satisfactorily. Given the number of deficiencies and the options provided for major modernization of the elevators, the Board will hold a meeting dedicated to reviewing the report more fully and consider options available going forward.

Item 1400: **Garage Membrane** – Focus Flooring will be on site June 5 – 12 for the repairs. Once the work begins, cars will not be able to exit or enter the garage. The Property Manager and the Board are trying to get options for parking outside the building via our Councillor and the NCC. The City now requires permits and these must be registered by individuals. This is a time sensitive item as it takes ~5 business days to get a permit. Please consider leaving a car in the building for the time period if you do not need it. The Property Manager has arranged for bicycles to be locked outside at the tennis court fence or pool fence.

Item 1408: **Lobby Chairs** – The Board approved a quote (\$3200 + HST) from Flesher Upholstery to cover the two lobby chairs at the window and the bench cushion.

Item 1462: **Window Etching** – Larry & Branislav will visit a unit to observe the etching in the next week.

Item 1517: **Fire Safety Plan** – Contact with officials at the City has been difficult. Several hours have been invested in preparing various drafts of this plan according to the City templates. New safety plans must be submitted whenever there is a change in any of the items in the plan (e.g., change in staff, etc.) or every 10 years. Plans must be submitted electronically. The Board approved hiring a professional firm to complete the Fire Safety Plan at a cost not to exceed \$1500. RG1 has taken a similar approach. It was suggested that CMG acquire someone with expertise in this area.

Item 1537: **Main Shut-off Valves in Units** – These valves are the responsibility of the Corporation. Yves will schedule a week in May/June when he can check all the main shut-off valves. A communiqué will be sent to owners when the schedule is known.

Item 1539: **Violence and Harassment Policy** – A Violence and Harassment Policy is now mandated for condominium corporations. On a motion by Branislav Vračarić, seconded by Carmène Levesque, the Board approved the Policy on Violence and Harassment in the Workplace and thanked Carmène for her extensive work on this policy.

**CARRIED**

Item 1541: **Building Tour(s)** – Yves will schedule tours (one in the evening and one in the afternoon) in the spring for interested owners. Additional tours will be scheduled if needed. The tours will take place when Yves can fit them into his schedule.

Item 1545: **Green Bins** – We are in the queue for a visit from the City; the City will schedule when ready.

Item 1547: **Balcony Railings** – There are ~ 10-12 units currently on the list. Kim will get a quote for the cost of paint and labour to repair the railings. The units requiring painting will be limited to those with chipping or peeling. Faded railings do not qualify for repair. Contact Kim asap if you wish to add your balcony railing to the list.

Item 1555: **CMG Contract** – A revised CMG contract has been received. The Board is prepared to sign the contract with one change: removal of a minimum increase rate per annum in Appendix D, §4(d). On a motion by Scott McDermott, seconded by Larry Boisvert, the Board agreed to sign the 2023 contract with this change. **CARRIED**

Item 1556: **Superintendent's Fence** – The gate was blown off in a storm and will be repaired later in the spring.

Item 1562: **Audit** – The audit firm of Kelly Huibers McNeely has been engaged. See Treasurer's Report 4.2. The report has been received and Scott is completing final due diligence prior to seeking Board approval.

Item 1564: **Pool Dectron Unit** – The RJC report is expected soon.

Item 1569: **T&M Electrical Emergency Preparedness Work** – T&M is ready to complete the installation. Hydro will need to be entirely shut down for ~1.5 hours to make the connections. This will be scheduled in late June after the garage membrane is completed.

Item 1570: **Noise in Units**: Two units experiencing noise from unknown sources have both been resolved. One was related to a roof fan and the other was an issue inside the owner's unit. These investigations required considerable staff and contractor time and resources. In the future the Board agreed if the source was found to be within the unit, and not a corporation responsibility, a charge back would be made. An owner would be informed of this on reporting a noise for investigation.

Item 1572: **EV Chargers** – The report from Metrosphere has been received. The EV Committee will review the report and inform the Board when the committee is ready to make a presentation.

Item 1575: **Hydra Stone** – This company was approved for the water tank relining. This has been completed and all went well.

Item 1576: **Street Parking**: – The Property Manager was informed that the City has a process to follow re street parking, in that permits must be requested and registered. Our spring garage cleaning was the final exception. We are told the permits must be obtained by individual owners rather than by a group request. Rose-Marie will contact Riley Brockington and ask Kay Stanley to contact the NCC to determine if parking could be arranged nearby. This is a priority item as the garage membrane repair is scheduled to begin June 5 and the City take 5 days to process a request for a permit.

Item 1577: **Booster Boilers** – The booster boiler on the 7<sup>th</sup> floor failed and had to be replaced at a cost of ~\$10k. A report from the engineering firm RJC has suggested two options to consider the next time it happens. A dedicated meeting of the Board will be scheduled to discuss the report and options in order to be ready when action is required as both options are a considerable expense.

Item 1578: **Fire Alarm Contract** – Our current contract is with Siemens and appears to be more expensive than some other contractors. The Property Manager will check with RG1 as to their contractor. The Board may tender before the Siemens renewal date, October 31, 2023.

Item 1582: **End Unit Stacks** – Candor flushed the end units at RG1 and found considerable sediment in the end unit stacks. The pipes are apparently 3" in the lower portion but 2" in diameter for the most part. Candor now recommends flushing the end units. Some units will require installation of cleanout accesses. The cost to install the cleanouts is expected to be ~\$20k attributable to the Reserve Fund. Flushing is an operating expense. The Property Manager will work with Candor to determine the units requiring cleanout access.

Item 1583: **PIC** – There is one change to the PIC and when that is made, it will be distributed to all Owners.

Item 1584: **Basement Booster Pumps** – A request was made for repair of these booster pumps. Modern Niagara submitted a quote for repair; Baxtec submitted a quote for replacement. The Property Manager has asked Baxtec for a repair quote and will seek a third quote.

Item 1585: **Bike Audit** – The audit is almost complete. Owners have been asked to check their bikes to determine if they have been tagged. Tagged bikes are those that are not registered with the corporation. These owners should request a registration sticker. Bikes that are not registered will be donated to Ukrainian relief.

Item 1586: **Sauna** – the heater failed. Yves has repaired it.

Item 1587: **Garbage Chute Sanitization** – This is scheduled for June at a cost of ~\$600 for all the garage chutes.

5.2 Contractor & Moving Hours: These are outlined in the Owners' Handbook. The hours are Monday to Friday from 8 am to 8 pm, Saturday from 8 am to 5 pm, and none on Sunday save for emergencies.

5.3 Interior Noise from Neighbour's Units: The City noise by-laws apply here and these address noise after 11 pm. If an owner has approached her/his neighbour and the situation continues, the Property Manager will intervene to attempt to resolve the situation.

#### 6. Shared Facilities Report:

6.1 The SFC is meeting May 17, 2023 and will report to the Board following this meeting.

6.2 The RG2 representatives will ask the committee if they have resources to add some topsoil to the boulevard gardens as they are hard and needing soil. This request is made recognising the SFC has a large deficit in snow clearing and has limited funds for any extras this year. The grinding or removal of stumps is included in the 2023 SF budget. This is an unexpected and expensive event and impacts other landscaping initiatives this year.

#### 7. Communications Report:

7.1 Library Committee: No report.

7.2 Social Committee: Sheila Levy is the new chair of the committee. The committee requested if the Board would pay for the cost of new foyer flower arrangements. This is not possible at this time.

7.3 Website: Carmène is meeting with the webmaster Friday, May 19, 2023.

7.4 Spring 2023 Newsletter: Peter Mitchell has agreed to continue to produce the newsletter editions. Thanks Peter.

7.5 A template will be developed for terms of reference for all the ad hoc committees.

#### 8. New Business:

8.1 CMG Contract: See Item 1555 in Action List.

8.2 EV Presentation Update: See Item 1572 in Action List.

8.3 Performance appraisals/incentives: Kim will forward the 2022 PAs to the Directors. PAs will be completed and distributed to Directors prior to the 2024 budget discussions.

8.4 Town Hall Report: Carmène and Rose-Marie will review the draft report and seek Board direction on process for distribution and feedback.

8.5 AGM Format and Minutes: The AGM will be held in person only on June 27, 2023 in the Party Room. The minutes for the 2022 AGM will be in the AGM package to owners. Information for the AGM package must be in the hands of the Property Manager by June 10.

8.6 Code of Ethics: Following the AGM each year, every Board member will be required to sign the Code of Ethics at the outset of their term.

8.7 Noise Concern in Units: See item 1570 in Action List.

8.8 Membrane Option for Future Consideration: Branislav had contacted a firm in BC regarding a membrane replacement with a 25-year guarantee. He will reconnect with them and acquire information for review and future consideration.

8.9 Microsoft 365 Presentation: Branislav will prepare for a fall presentation including information on costs and relevant services.

8.10 Bilingual Garage Signs: These signs are in progress and should be installed soon.

9. Town Hall/Owner Suggestions/Questions:

9.1 Front Entrance Bench: The bench cushion will be upholstered to match the lobby chairs when they are reupholstered. Nothing additional will be done at this time.

9.2 Bike Room Check: See item 1585 on Action List.

9.3 Motion Sensors in Common Element Lighting: Emergency lighting cannot be on a motion sensor given the lighting must remain on. The other lighting is LED for the most part and the benefit to convert would not justify the expense. This item may be revisited in the future; however, the Board will focus on managing high priority items at this time.

9.4 Value for Cost of a Contract: The Board reviews several contracts each year as they come forward for renewal. This year contracts for management, fire alarm service, and elevators have been reviewed by the Property Manager and the Board. Quotes are sought when price or service seem skewed.

9.5 Spring Flower Arrangements in the Lobbies: See item 7.2 in the Communications Report.

9.6 Presence of Property Manager at the Town Hall Meetings: These meetings are intended to provide interaction between Directors and Owners. They are not Board meetings. The Board is not in favour of having the Property Manager present. Additional costs are incurred for manager attendance at any meetings outside those specified in the contract.

9.7 Volunteer Garden Committee: This item will go to the Shared Facility Committee for consideration. There is currently no funding available for additional plantings within the SFC budget.

10. Date for Next Meetings:

AGM Date – June 27, 2023 at 7:00 p.m. in the Party Room. Registration begins at 6:30 p.m.

Pre-AGM Board Meeting – tbd

Dedicated Elevator and Boiler Meetings – schedule following the AGM

Adjournment: On a motion by Rose-Marie Batley, the meeting was adjourned at 6:42 p.m.

---

Rose-Marie Batley, Recording Secretary